

**This is a supplement to the 2012 TAEP Cost Share Application booklet.  
It is intended to assist producers with completing Application A.**

A person must meet the following criteria to be eligible for TAEP cost share:

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| <ul style="list-style-type: none"><li>• Resident of Tennessee</li><li>• Operate a farm located in Tennessee</li><li>• 18 years of age as of application date</li><li>• Have ability and financial capacity to complete projects</li><li>• Meet minimum livestock or acreage requirements for each program applied for</li></ul> | <ul style="list-style-type: none"><li>• Own land (or family owned) where permanent structures will be built</li><li>• Register premises, if livestock are present</li><li>• Meet educational certifications for each program applied for</li><li>• Provide project cost quotes/diagrams, if required by program applied for</li></ul> |
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**1. APPLICANT INFORMATION**

**Social Security Number (SSN) or Federal Tax Identification Number (EIN)**

Enter your preferred taxpayer identification number – please list only one.

- ✓ This number must match the tax number listed on your Substitute W-9 form.

**Name**

Enter your full legal name. If you are more commonly known by a nickname, please indicate it in parentheses (nickname) next to your legal name. Indicate your title and any suffix you may have.

- ✓ The name you list on Application A must match the name you list on your Substitute W-9 form.  
Applicant name must match name on educational certifications, permits, premises registration, and property records, where required for eligibility.

**Mailing Address**

Enter the address where you receive your mail. TAEP documentation will be sent to this address. This address may be different than your home or farm address.

- ✓ This mailing address must match the address you list on your Substitute W-9 form.

**Residential Address**

Enter the address where you live. This address may be the same as your mailing or farm address.

**Home Phone**

Enter number, including area code.

**Cell Phone**

Enter number, including area code.

**E-mail Address**

Please print clearly.

**Full-Time Farmer**

Indicate whether you are a full-time farmer by checking “yes” or “no” based upon the definition below.

TAEP defines a full-time farmer as an agricultural producer whose primary occupation is farming and earns the majority (50 percent or more) of his/her income from farming.

<b>2. FARM/PREMISES INFORMATION</b>
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- ❖ Applicants with livestock must register their premises with the Tennessee Department of Agriculture (TDA). Applicant name must match contact name (primary or alternate) listed on premises account to be eligible.
- ❖ The premises account number is tied to the individual; the premises ID number is tied to the farm address.
- ❖ An individual can have multiple premises ID numbers if they have multiple farm locations.
- ❖ Premises registration forms and instructions are available from TDA by calling (615) 837-5120 or by visiting [www.tn.gov/agriculture/regulatory/livestock.html](http://www.tn.gov/agriculture/regulatory/livestock.html).
- ❖ If applicant does not have livestock on their operation, list farm address and indicate property ownership only.

**Farm Address**

Enter the physical address of the farm where your project will be.

- ✓ The premises ID address must match the farm address listed on the application. If you are applying for more than one program and have multiple premises ID numbers/farm addresses, please indicate which ID/farm address will be used for each program.

**Farm County**

Indicate the county where your farm is located.

**Premises Account Number**

Enter your premises account number.

**Premises ID Number**

Enter your unique 7-character alphanumeric identification.

**Property Ownership**

Indicate whether you own or lease your farm property.

- ✓ Applicant or member of the applicant's immediate family must own land where permanent structures will be built. Livestock Equipment projects can be located on leased land.  
Immediate family members include: spouse; children; parents; siblings; grandparents; grandchildren; great grandparents; and spouse's children, parents, siblings, grandparents, grandchildren, great grandparents.

<b>3. APPLICANT CERTIFICATIONS and PERMIT NUMBERS</b>
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All certifications, educational courses, and permits must be current and completed by the applicant to qualify. No substitutions allowed.

**Beef Quality Assurance (BQA)**

Cattle/Dairy producers must have current BQA at the date of application. Enter your current certification number and expiration date. Certification must be renewed every two years.

- ✓ BQA is a two-hour educational course on cattle management and care sponsored by the Tennessee Cattlemen's Association (TCA). Contact TCA for additional information on BQA classes at 615-896-2333, info@tncattle.org, www.tncattle.org or your local UT Extension office, utextension.tennessee.edu.

#### **UT Master Beef Producer (MBP)**

Indicate whether you have completed or plan to complete this educational program for beef producers.

- ✓ Certification is required for 50% cost share and must be completed by reimbursement deadline. *If this section is left blank, the applicant will automatically receive the Standard Producer cost share of 35%.*

#### **Dairy Permit Number**

Enter TDA dairy permit number (XXX-XXX). Dairies (cattle, goats, and sheep) must be permitted by TDA to be eligible as a dairy under TAEP.

- ✓ Contact TDA Regulatory Services, Food and Dairy Division, at 615-837-5193, for permit information.

#### **UT Quality Milk Program - Dairy (TQMI)**

Indicate whether you have completed or plan to complete this educational program for dairy producers.

- ✓ Applicant must complete three or more modules to be eligible for 50% cost share. Certification is required for 50% cost share and must be completed by reimbursement deadline. *If this section is left blank, the applicant will automatically receive the Standard Producer cost share of 35%.*

#### **UT Master Meat Goat Producer (MMGP)**

Indicate whether you have completed or plan to complete this educational program for goat producers.

- ✓ Certification is required for 50% cost share and must be completed by reimbursement deadline. *If this section is left blank, the applicant will automatically receive the Standard Producer cost share of 35%.*

#### **Pork Quality Assurance Plus (PQA)**

Swine producers must have current PQA Plus at the date of application. Enter your current certification number and expiration date. Certification must be renewed every three years.

- ✓ PQA Plus is a two-hour educational course on swine management and care sponsored by the Tennessee Pork Producers Association (TPPA). Contact TPPA for additional information on PQA classes at 615-274-6533 or tnpork@tds.net.

<b>4. Livestock and Acreage Information</b>
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Indicate the type of livestock/acreage on your operation (check box) and list the number of head of livestock/acres.

- ✓ Each program has a minimum number of livestock/acreage requirements. The applicant must meet at least one requirement per program applied for, along with other eligibility requirements.
- ✓ Head of livestock refers to the maximum number of single livestock type, regardless of sex or age, during the last 12 months.
- ✓ Goats/Sheep can be combined to meet minimum number requirement.

**5. Cost Share Request Summary**

**Check Request**

Indicate which programs you are applying for by checking “yes” or “no” by each program checkbox.

- ✓ Applicants who received **Hay Storage** approval in 2011 are not eligible to apply for Hay Storage in 2012.

**Priority Rank**

Rank the programs checked “yes” by importance for your operation in 2012. Show the rank by circling the number: 1=first priority, 2=second priority, 3=third priority, etc.

**Additional Information**

Hay Storage, Livestock Feed Storage and Grain Storage programs require a project budget with cost quotes from each vendor (contractor or supplier). The project budget provided will determine the exact amount of cost share allocated for the project.

- ✓ Project Budget Worksheet is available on page 13 of application booklet.
- ✓ **Hay Storage** allocations are based upon a maximum dollar amount per square foot. *See box below.*

• **Cost Quotes**

- Each cost quote needs to include the contact information (name, address, phone number) of the vendor.
- Cost quotes must be on company letterhead and/or signed by company representative.
- Quotes need to include separate costs for labor and materials, except for Hay Storage.

• **Labor**

- Labor provided by applicant or their employees is not eligible for cost share reimbursement.
- Reimbursement for labor cannot exceed 30% of total reimbursement, except for Hay Storage.

• **Diagrams/floor plans**

- Encouraged for infrastructure projects
- Required for Commodity Shed projects

<b>Hay Storage – Reimbursement Maximums Per Square Foot</b>		
<b>Maximums</b>	<b>35% - Standard Producer</b>	<b>50% - Master Producer</b>
Max - \$/square foot	\$ 2.00	\$ 3.00
Max - Gravel & Site Prep	\$ 300.00	\$ 500.00
Max - Reimbursement	\$ 7,500.00	\$ 7,500.00

<b>EXAMPLE CALCULATIONS</b>	
<b>Barn dimensions (L x W = 40 x 60 = 2,400 sq. ft); Material/Labor cost = \$14,000; Gravel &amp; Site Prep = \$1,000</b>	
<b>35% - Standard Producer</b>	<b>50% - Master Producer</b>
<b>1. Quote/cost per square foot</b>	<b>1. Quote/cost per square foot</b>
\$14,000/2,400 sq. ft. = \$5.83 sq. ft.	\$14,000/2,400 sq. ft. = \$5.83 sq. ft.
<b>2. Cost per square foot x 35% Cost Share</b>	<b>2. Cost per square foot x 50% Cost Share</b>
\$5.83 sq. ft. x 0.35 = \$2.04 (\$2.00 max) 2,400 sq. ft. x \$2.00 = \$4,800	\$5.83 sq. ft. x 0.50 = \$2.92 (\$3.00 max) 2,400 sq. ft. x \$2.92 = \$7,008
<b>3. Gravel &amp; Site Prep Cost x 35% Cost Share</b>	<b>3. Gravel &amp; Site Prep Cost x 50% Cost Share</b>
\$1,000 x 0.35 = \$350 (\$300 max)	\$1,000 x 0.50 = \$500 (\$500 max)
<b>4. Sq. Ft. Cost (#2) + Gravel &amp; Site Prep Cost (#3)</b>	<b>4. Sq. Ft. Cost (#2) + Gravel &amp; Site Prep Cost (#3)</b>
\$4,800 + \$300 = \$5,100	\$7,008 + \$500 = \$7,508
<b>Payment = \$5,100</b>	<b>Payment = \$7,500</b>

**6. APPLICANT AGREEMENT**

This section features several important bullet points regarding program participation. Read each line of text. Print your name and date. Sign your name.

**7. How to Submit “Application A”**

- Review each section of application for completeness.
- Double check your priority ranking in Section 5.
- **Attach Substitute W-9 form (page 14).**
- **Attach cost quotes, project budget worksheet, and diagrams where required.**
- NO FAXES OR EMAILS ACCEPTED - Applications are only accepted by mail or hand delivery.
- Applicants may only submit one Application A per premises or property, per household, per business, per application period.
- Applications must be postmarked June 1-7, 2012 or hand delivered during the same period.
- Applications received before or after the application period are ineligible.

**Hand Delivery**

Applications may be hand delivered to the TAEP office, which is located in the Holeman Building at the Ellington Agricultural Center.

The physical address is:

440 Hogan Rd., Nashville, TN 37220

**Mail**

Send Application A to:

TN Dept of Agriculture  
Attn: TAEP 2012-A  
P.O. Box 40627  
Nashville, TN 37204

**Approval Notifications**

Applicants will be notified in writing of approval or denial. Allow ten weeks for application processing.

**Substitute W-9 Form (page 14)**

This form is used to obtain the applicant’s taxpayer identification number and certification. Submit this form along with Application A. **Funds received as a result of TAEP reimbursement are taxable. Participants will receive Form 1099-G for payments over \$600.00.**

**1. General Information:** Enter your legal name. Enter your mailing address.

- ✓ Reimbursement checks will be mailed to this address. *Mailing address should match mailing address provided on Application A.*

**2. Circle the most appropriate category below:** Complete only one.

**3. Fill in your taxpayer identification number below:** Complete only one.

- ✓ Taxpayer identification number should match number provided on Application A.

**4. Sign and date the form:** Signature must match taxpayer name listed above.